

RESERVIOR HIGH SCHOOL MUSIC BOOSTERS
REIMBURSEMENT REQUEST FORM
2010/2011 SCHOOL YEAR
(Previous Editions Unusable)

DATE: _____

REQUESTER NAME: _____

REQUESTER ADDRESS:

REQUESTER E-MAIL ADDRESS: _____

REQUESTER PHONE: _____

PURPOSE/MUSIC BOOSTER ACCOUNT:

TOTAL REIMBURSEMENT AMOUNT REQUESTED: \$_____

BASIS/EXPLANATION OF REIMBURSEMENT REQUEST: _____

PLEASE ATTACH ALL RECEIPTS TO THIS FORM AND FORWARD TO:

RHS MUSIC BOOSTER TREASURER
9531 KINGS GRANT ROAD
LAUREL, MD 20723

QUESTIONS REGARDING REIMBURSEMENT STATUS MAY BE DIRECTED TO
TERRI HESSE AT (301) 604-3539 or rhsmusic_treas@yahoo.com

NOTE: (1) PLACING REIMBURSEMENT REQUESTS IN THE MUSIC BOOSTER
BOX AT SCHOOL MAY RESULT IN PROCESSING DELAYS DUE TO
CHALLENGES ASSOCIATED WITH ACCESSING THE BOX; AND (2)
REIMBURSEMENT WILL BE PROVIDED IN AN ENVELOPE SHOWING "PNC
BANK" AS THE RETURN ADDRESS. PLEASE WATCH YOUR MAIL FOR IT!

THANK YOU.